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U.S. DEPARTMENT OF COMMERCE U.S Census Bureau Recruiting Bulletin

ISSUE DATE: March 16, 2009

Recruiting Bulletin No. **09-25-007**

CLOSING DATE: Open Until Filled

Chicago Regional Office

POSITION: FIELD REPRESENTATIVE

SERIES, GRADE, SALARY: GG-0303-Grade 04

SALARY RANGE- Starting Salary for GG-04 is \$14.41 PH

PROMOTION POTENTIAL: None

THIS IS A TEMPORARY EXCEPTED SERVICE APPOINTMENT NOT TO EXCEED 09/30/2009; This appointment may become permanent without further competition.

WHO MAY APPLY: All sources. This vacancy is open to all United States citizens.

JOB LOCATION: Oak Brook, Illinois. This position is located in the telephone bank section of the Chicago Regional Office located in Oak Brook, Illinois.

DUTIES: Conduct Interviews of households by telephone and in person as requested. Ask prescribed questions from survey interviewing forms. Maintain repeated contacts with the same households and complete detailed paperwork for each interview. Laptop computers and paper survey instruments are used for recording interview responses. Provide support to other field representatives by researching phone numbers for households. Although work is primarily located in the regional office, must be available to conduct interviews in person at specific households as requested. Provide support for recruiting operations by answering phone calls regarding jobs, providing information about how to apply for jobs, scheduling applicants for testing and application sessions, and may occasionally provide assistance on site in conducting the testing and application session.

The ideal candidate has a desire to work with the public, a persuasive, tactful manner, and is accurate with detailed paperwork. The applicant must be self-motivated, an efficient planner, need little day-to-day supervision, and be able to carefully follow detailed instructions.

WORK SCHEDULE: Must be available to work flexible hours to accommodate afternoon, evening and weekend work. This position is covered by the mixed-tour employment program. Based on the Regional Office workload the number of hours scheduled per week could range up to 40 hours. If the candidate selected for this position is not already serving under a mixed-tour work schedule he/she must sign an Excepted Service Mixed-Tour Agreement prior to appointment.

QUALIFICATIONS: Applicants are responsible for ensuring that the application submitted clearly indicates that they meet the qualifications listed below. To be eligible for this position, you must have the experience or education indicated below or a combination of both:

Grade-04: 1 Year General Experience OR 2 Years of Education Above High School

General Experience is described as: Progressively responsible clerical, office, or other work that indicates the ability to acquire the particular knowledge and skills needed to perform the duties shown above.

Education: If qualifying based on education, you **MUST** submit a copy of your college transcripts or a listing of college

courses showing course number, title, grade, type (semester/quarter), and number of credit hours. Applicants selected for the position will be required to supply original transcripts.

BASIS OF RATING: Applicants are required to take a 30 minute Bureau of the Census written exam.

HOW TO APPLY: You must attend a testing session and complete an application and required forms. Please call the Chicago Regional Office at 888-722-8995 for the date, time, and location of a testing session. You will need to provide information regarding the following at the testing session:

- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social Security number.
- Country of Citizenship
- Veteran's Preference - Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference. Applicants claiming 10-point veteran's preference MUST submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs dated within the last year) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty.
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Individuals with a disability may request reasonable accommodations by calling 630-288-9200.

CONDITIONS OF EMPLOYMENT:

- Applicants must have a valid driver's license and automobile, and a non-cellular private telephone.
- Public law requires all new appointees to present proof of identity and employment eligibility
- Candidates selected for these positions must sign Mixed Tour Employment agreements outlining the conditions of employment prior to the appointment.
- Applicants appointed through this authority are subject to a 1 or 2 year probationary or trial period.
- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- If selected, male applicants over age 18 who were born after 12/31/59 must confirm their selective service registration status. Certification forms will be available at the testing session.
- Employees who receive a Voluntary Separation Incentive payment (VSIP) or "Buyout" and subsequently return to a position in a Federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount of the buyout to the agency that paid it.

THE U.S. DEPARTMENT OF COMMERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.

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